

**Department of Management and Financial Services
Division of Procurement**

EMERGENCY PROCUREMENT

SUBJECT: Public Safety Overtime Study and Analysis
BUYER: Cheryl L. Middleton, CPPB
CONTRACTOR: International City/County Management Association (ICMA)

This procurement is being handled as an Emergency due to the following emergency situation:

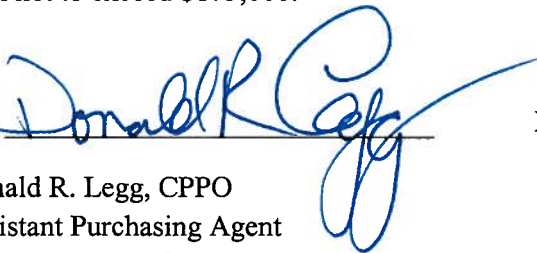
During the FY10 budget process, the Board of Supervisors directed staff to conduct an overtime analysis of all County agencies with the results to be provided during the FY11 budget process. It was later determined by the Finance/Government Services and Operations Committee on September 2, 2009 that only public safety agencies overtime should be studied. At the October 20, 2009 Board of Supervisors meeting, the Board approved \$175,000 for staff to contract with a consulting firm to conduct the public safety overtime study and analysis. Given that the funds were not approved until October, it was determined by Procurement that there was not sufficient time to conduct a formal competitive process to hire a consultant.

The contractor was selected based upon the following:

Staff looked for various procurement options (i.e. piggybacking, exemptions, etc.) to contract with a consultant to perform the study. Staff discovered a rideable contract from Fauquier County and a contract option with another government agency that had a relationship with ICMA. Staff sent the requirements of the study to both firms. Then staff interviewed both firms and selected ICMA through the Virginia Institute of Government (VIG) as the most appropriate firm to complete the work. However, after moving forward with the award to ICMA through VIG, it was determined that VIG could not manage the project as originally planned. ICMA had the capability to commence the work and complete prior to the deadline of February 28, 2010. Therefore, staff moved forward with the award directly with ICMA.

This study is crucial to the FY11 budget process. Given the dire economic situation the County continues to face, the results of this study are crucial in determining staffing levels for the Sheriff's Office and Fire and Rescue in FY11.

The contract was awarded on January 5, 2010 in the amount of \$150,000 with travel and related expenses for a total not to exceed \$175,000.

By: 
Donald R. Legg, CPPO
Assistant Purchasing Agent

Date: 1/14/2010

Post from January 14, 2010 through January 24, 2010